SUPERIOR COURT OF CALIFORNIA **COUNTY OF ALAMEDA**	**JOB ANNOUNCEMENT** **EOE/ADA*** *If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929	**24 HOUR JOB HOT LINE #** **(510) 208-3906** **www.acgov.org/courts**

SENIOR SYSTEMS ANALYST

SALARY RANGE: $3,048.45 - $3,959.47 Bi-weekly, plus Management Benefit Package

FILING DEADLINE: Friday, April 8, 2005 by 5:00 p.m.

FILING REQUIREMENTS: Send completed application form & supplemental questionnaire to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Senior Systems Analyst. Under direction, the incumbent researches and diagnoses the more complex applications problems; develops new software applications or enhances existing applications; and performs other related duties as assigned.

TYPICAL DUTIES (May include but are not limited to the following:)

1.   Schedules, coordinates and leads systems analysts and developers in designing, analyzing and constructing new applications; develops work plans and work schedules; trains and assists in the evaluating the performance of staff.

2.   Estimates the effort and cost required to build specific business functions; establishes design and coding standards for developers; prepares specifications for developers; prepares and enforces test plans; develops procedures for using the system and system maintenance; and manages changes to control tables.

3.   Designs and develops computer systems; gathers user requirements through interviews, group discussions and examination of existing office procedures; produces requirement documents detailing business functions to be automated; models business functions using graphics-like object models, data flow diagrams or function/decomposition diagrams.

4.   Identifies all the data input, output and performance requirements for each business function; identifies all the data elements required to support each business function and organize these data elements into a database model; organizes business functions into program modules and writes detailed specifications for construction.

5.   Produces design documents that detail the layout of user views as well as the internal system structures required to produce the views.

6.   Researches problem reports and requests for systems enhancements; discusses enhancements with the systems architect to determine changes to the object or data model required; designs services and code corrections to reported problems; designs and codes services needed to implement new system enhancements.

7.   Defines testing scenarios for sub-systems; and conducts program and sub-system testing.

8.   Assists in the development of class, object and coding standards.

9.   Participates in the evaluation of new development tools and equipment.

10.   Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree from an accredited college or university in computer science or a related field.

And

Experience:

The equivalent to two years of experience building, implementing and maintaining new systems using relational databases and other technologies and tools similar to Court applications.

KNOWLEDGE AND ABILITIES

Knowledge of principles and methods of systems analysis and program design; related programming language; different data organization and access methods; tools and technologies used in Court applications; different application development methodologies; application development process; object oriented analysis and design; project management principles; distributed processing; and relational data base concepts.

Ability to work independently and as a member of a team; work under pressure and meet deadlines; analyze and resolve Court application needs and problems; communicate on technical issues with individuals with varying degrees of computer familiarity; provide written documentation of application design and technical procedures; translate change requests into technical constructs that define design for developers; establish and maintain working relationships with staff, judges and court personnel.

GENERAL INFORMATION

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a six-month probationary period. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, employee assistance program, deferred compensation plan, and management benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).

SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions and submit with your completed application form, resume and response to the Supplemental Questionnaire. Failure to submit a Supplemental Questionnaire will result in disqualification.

Please describe the scope and nature of your experience in systems analysis and design. Be sure to include the following information with respect to the relative experience: name of employer(s); title of the position(s); overall duration of employment (beginning and ending dates); approximate percentage of time devoted to the particular job function; degree of independence you were given in performing the job function. Be specific about **your** role and responsibilities:

1. Computers and computer hardware
2. Computer languages
3. Data base design
4. Developing and modifying application programs and writing utility programs
5. Systems analysis and design
6. Research and development
7. Types of applications (accounting, billing, engineering, payroll, etc.) for which you have performed systems analysis and design /or programming.